

The Palestinian Institute for Youth Policy Making (PIYPM) is the Palestinian chapter of the Arab Institute for Youth Policy Making. PIYPM aims at promoting Palestinian youth participation in the policy and decision making processes. We offer a wide variety of programs and activities that help youth acquire unique skills and knowledge to become agents for change in the Palestinian society.

PIYPM is seeking candidates to fill a number of positions. These positions are located in the Gaza Strip in the Palestinian territories. If you are interested in one of the positions listed below, please follow the information provided, fill the application and email it with other required documents by 26 October 2012.

PLEASE NOTE: This is a voluntary position. Although, any financial needs related to activities will be covered by PIYPM

▪ **Israel Highlighted Program Coordinator**

Purpose of the position

The Israel Highlighted Program Coordinator is responsible for developing, implementing and evaluating activities of the Israel Highlighted Program.

Education and Experience:

- At least 2 years of experience in NGOs, CBOs, volunteering, media, or any relevant field.
- A proven experience of participation in programs abroad
- Relevant training or qualification

RESPONSIBILITIES

1. Lead the activities of the Israel Highlighted Program
2. Ensure program information is available
3. Evaluate the effectiveness of programs
4. Identify topics and issues to be addressed by PIYPM
5. Schedule activities, facilities and volunteers as required
6. Recruit, train and oversee volunteers
7. Ensure that youth and youth organizations are aware of available activities
8. Arrange for advertising of the program
9. Prepare a plan for the program

10. Prepare the program's budget
11. Provide monthly and yearly reports about the program
12. Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures of PIYPM and Arab Institute for Youth Policy Making.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge and understanding of the Israeli politics, society, culture, and history and is abreast of developments in Israel.

Skills

The incumbent must demonstrate the following skills:

- ability to administer youth programs
- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal, presentation and listening communications skills
- effective written communications skills
- computer skills including the ability to operate computerized accounting,

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

Please send your application and other required documents to:

Email: piypm.com@gmail.com

Deadline for application is 26 October 2012. We thank all applicants for their interest.